



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, D.C. 20224

SMALL BUSINESS/SELF-EMPLOYED DIVISION

March 28, 2008

Control Number: SB/SE 05-0308-022
Expires: March 28, 2009
Impacted: IRM 5.5.8.4.1(9)

MEMORANDUM FOR DIRECTOR, ADVISORY, INSOLVENCY AND QUALITY
DIRECTOR, COMPLIANCE CAMPUS OPERATIONS

FROM: Frederick W. Schindler /s/ Frederick W. Schindler
Director, Collection Policy

SUBJECT: Interim Guidance for Processing of Estate Tax Liens

The purpose of this memorandum is to issue interim guidance for the processing of estate tax liens sent to the Centralized Case Processing – Lien Unit (CCP-LU). Please ensure that this information is distributed to all impacted employees.

Currently, Internal Revenue Manual (IRM) 5.5.8.4.1(9) instructs the AIQ advisors to send Letter 4032, Estate Tax Lien letter with the estate tax lien (Form 668-H or Form 668-J) to the CCP-LU. Effective immediately, the Letter 4032 will no longer be sent with the lien. All documents sent with the lien to the recording office will be returned to CCP-LU. The CCP-LU will be responsible for inputting lien indicators; applicable lien fees and forwarding the recorded lien document back to the originating advisor on Form 3210, Document Transmittal, to maintain with the lien file.

All liens will be sent to:

Internal Revenue Service
ATTN: Manager Team 208 – Stop 8420G
P.O. Box 145595
Cincinnati, OH 45250-5595

This team has responsibility for logging in receipt of the estate tax liens; monitoring the recording process and forwarding the recorded liens to the advisor on a Form 3210. Therefore, documentation of the ICS history is no longer required. CCP-LU will send acknowledgement of receipt of the lien by returning the Form 3210.

Advisory is responsible for sending the lien to the lien unit on Form 3210, including the estate name, complete SSN, lien type and request for input of TC 582, TC 583 and TC 360 as applicable. Advisory is also responsible for determining if there is an open module on IDRS and will instruct CCP-LU to input applicable lien indicator/fees. In the case of Form 668-H liens, if there is no open module on IDRS, do not request input of lien indicator/fees on the Form 3210.

Due to programming constraints, estate tax liens (forms 668-H or Form 668-J) will not be added to the Automated Lien System at this time.

Final revisions will be incorporated into IRM 5.5.8, Estate Tax Liens, and IRM 5.19.12 by March 15, 2009.

If you have any questions, please feel free to contact me or a member of your staff may contact Cindy Ocmand, Collection Policy Analyst.

cc: www.irs.gov